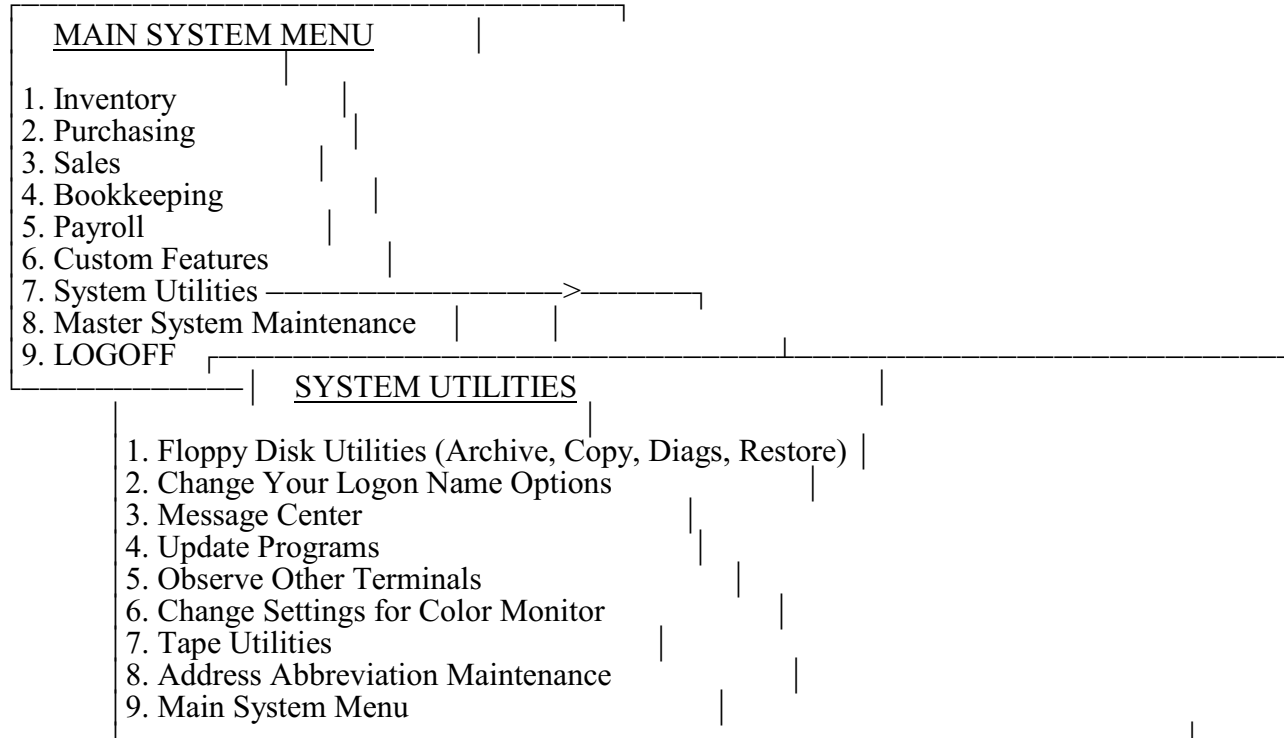


SYSTEM UTILITIES
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SYSTEM UTILITIES



SYSTEM UTILITIES OVERVIEW

The SYSTEM UTILITIES Section has a series of tools you will use to take care of several different "House-Keeping" chores.

The FLOPPY DISK UTILITIES are used to make ARCHIVE copies (some systems call these Back-Ups) of your data, FORMAT Disks, or to RESTORE an Archive copy.

The CHANGE USER PASSWORD section will allow someone to change his own password, and the way his/her screen operates.

MESSAGE CENTER is the section that will handle the messages to and from other Users on the System.

UPDATE PROGRAMS section is used to bring in program updates and changes from the Programmers. You will be given special instructions to use this section, and will probably be on the phone with the Programmers when you would use this utility.

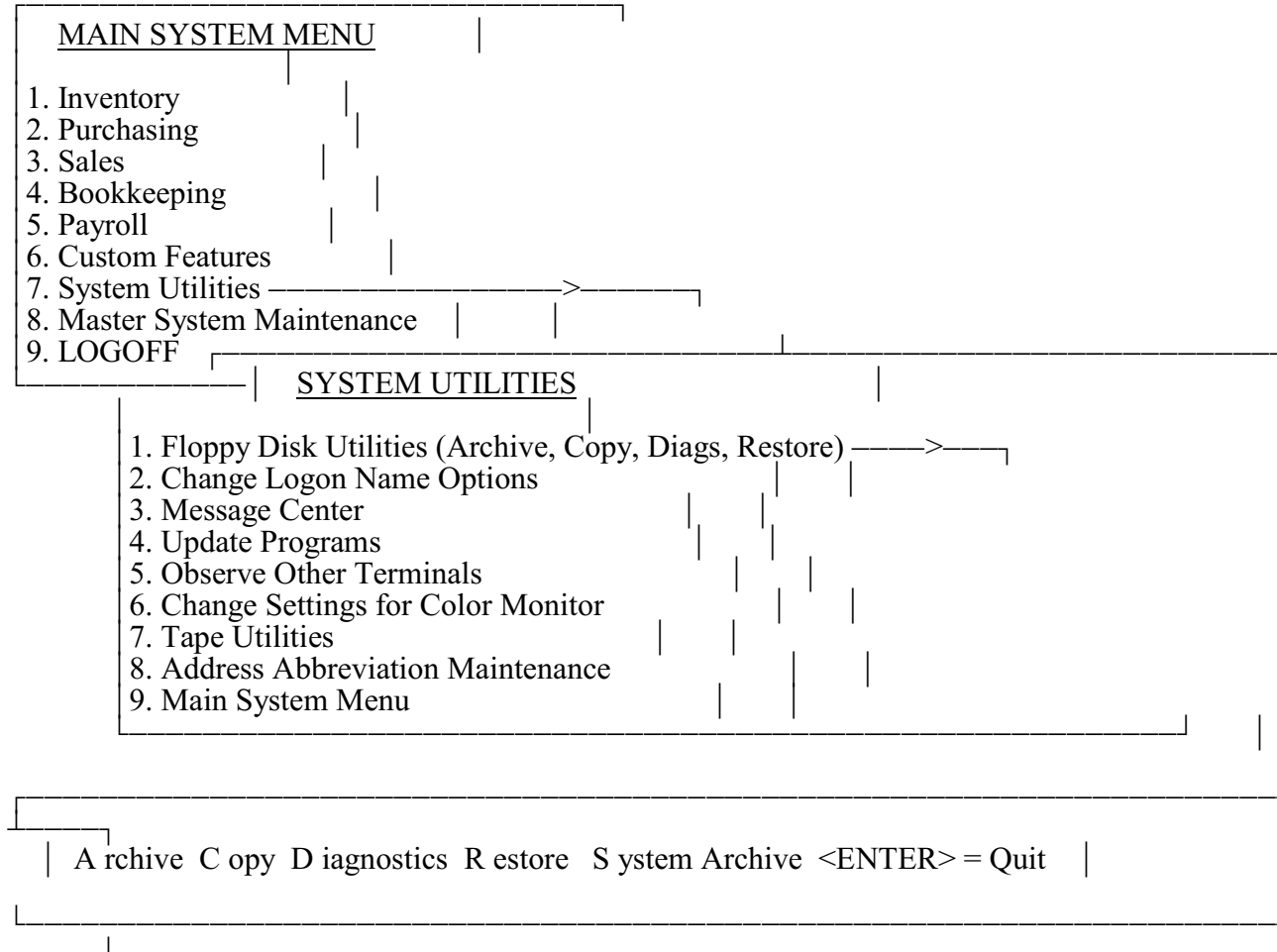
OBSERVE OTHER TERMINALS allows you to "watch" the screen activity of another terminal as it is operating. It is a good way to over-see a new operator's activity.

CHANGE SETTINGS FOR COLOR MONITORS involves exactly that ... if you have a monochrome system (one color - such as amber) then this has no function.

TAPE UTILITIES involves all utilities that use cartridge tape drives, including archiving, restoring, formatting, and verifying.

ADDRESS ABBREVIATION MAINTENANCE is the section that allows you to maintain 'shorthand' abbreviations for quick entry of often-used address lines on such items as Preferred Customers, Accounts Receivable customers, Accounts Payable vendors, etc.

FLOPPY DISK UTILITIES



FLOPPY DISK ERROR MESSAGES

IMPORTANT - When making an **ARCHIVE** you may encounter special **ERROR MESSAGES** that tell you about a problem in communicating with the floppy disk you are trying to write your archive data to. These may include: **DISK NOT READY**; **DATA TRANSFER ERROR**; and **SECTOR NOT FOUND**. You should **NOT** continue making an Archive if the copies you are making, are potentially corrupted, you may need to Re-Boot the system to start over. The 'Force Other Terminals' utility under Master System Maintenance is designed to help alleviate this problem. If the 'Force' is successful, you will need to type in 'L USER' <ENTER> to return to the **PLEASE LOGON** screen.

A **DISK NOT READY** error may be telling you to put in a disk or simply to close the latch on the disk drive. Check these items and press <ENTER> to re-try. If the problem is not eliminated call your **SUPPORT TEAM**.

DATA TRANSFER ERRORS and **SECTOR NOT FOUND** errors indicate that what **StockBoy** tried to write to the Floppy Disk could not be read back. It could come from a **NON-FORMATTED DISK** or it may be telling you that this floppy disk is damaged. Either way this archive that you have started will have to be aborted. You can try to press <Q> to quit, but most of the time you will need to have everyone else using the system return to **PLEASE LOGON** while you **RE-BOOT** the system. *There is no simple recovery procedure for a CORRUPTED ARCHIVE* - you must start over. Be sure that you have sufficient disks formatted before you start. Disks do wear out in time and they are easily damaged. **StockBoy** will not let you accidentally use a

questionable disk for archiving. If the problem appears to be more than simply a faulty disk, or if the problem continues with other disks - CALL YOUR SUPPORT TEAM!!!

NOTE: Sometimes the floppy diskette does not load into the drive slot exactly right. Many operators have found that by performing diskette changes in the following order helps eliminate error messages based on improperly loaded diskettes: (1) insert diskette (do not close door latch), (2) press <ENTER> (when prompted to change diskettes, i.e. during an archive), (3) close the drive door latch. This allows the diskette to start spinning prior to the door closing and helps 'spiral' the diskette into the center of the drive.

The FLOPPY DISK UTILITIES Section of the **StockBoy** System performs several Operating System Level activities that other systems force you to use programmer's notations to accomplish. **StockBoy** makes these operations easy, and NO PROGRAMMING KNOWLEDGE is needed or used!!!

The Floppy Disks are made of the same type of material as your recording tapes, and the computer records the data in a similar fashion. Old information will be erased when new data is recorded over top of the old. Since the information being stored is being written in a computer data pattern, unlike your audio recordings, it is much easier to render a disk or data file UNREADABLE. Therefore you will want to take some extra care to make sure they are carefully stored and handled.

ARCHIVE

```
|
| This procedure will ERASE the contents of any previous archives on the FLOPPY! |
| NO DATA ON THE HARD DISK WILL BE AFFECTED.                               |
| Alternating use of archive diskettes is HIGHLY RECOMMENDED!!!              |
|
```

```
| You must have enough FORMATTED diskettes on hand prior to starting Archive! |
| Have all users exit programs that might change data while you are Archiving. |
|
```

```
| Begin Archive for Environment 00 ? <Y> Y |
| <*> = Special All-Environment Archive |
|
```

When **StockBoy** begins an Archive you are shown which "Environment" you are about to Archive. You are asked to approve continuing. There is another prompt line at the bottom of the screen for a special "All-Environment Archive." If you enter an asterisk instead of a 'Y' or 'N', the system will begin to archive ALL data files in ALL environments.

NOTE - Under a Standard Archive you will be ONLY saving the critical files under the Environment that you have logged on to ONLY! MultiWRITE files are archived within the MultiWRITE control menu, and are NOT saved during a standard archive. Certain cross reference files are NOT backed up, as these can be re-built using the StockBoy software. The satellite store of a multi-store chain never backs up those files that are included as part of a Master Distribution ... it is assumed that a Master Distribution could be made available to replace these files.

SPECIAL ALL-ENVIRONMENT ARCHIVE sets may be very long if you have multiple environments; make sure you have plenty of formatted diskettes on hand prior to beginning this routine. The standard archive procedure was able to eliminate certain non-critical cross-reference files from being archived; this special routine picks up ALL files and therefore may be slightly larger than the sum total of all separate environmental archives. The all environment archive also archives MultiWRITE data files (documents).

NOTE - RESTORING FROM AN ALL-ENVIRONMENT ARCHIVE REQUIRES USE OF THE 'CUSTOM FEATURES DATA' OPTION ON THE RESTORE MENU !!!!!!!!! Under NO circumstances should you attempt to restore from an all-environment archive without prior discussion with your dealer!! The standard restore option will restore ALL information on the diskette ... which means all environments. This

could be exactly the solution you are seeking, but more often than not, it may wipe out data from another environment unintentionally.

STANDARD ARCHIVE

A Standard **ARCHIVE** makes a copy of your critical **DATA** files (from the Environment you are logged onto) on a floppy disk for storage and safety purposes. These Archives should be made on a daily basis with at least two sets of disks rotating on an alternate days. (Systems using a tape archive device should refer to the Tape Utilities later in this manual.) Use the "A" set today and the "B" set tomorrow. And the following day use the "A" set again. It is best to make your archives when the other terminals are not logged onto the system. (One of the best times to take your Archive is when you first start the machine up or when you are about to shut it down for the day.)

NOTE - The Archive copy of your data is your "Safety Net." (Murphy's Law works overtime on systems that don't have any recent Archives!) Your Support Team maintains a copy of your programs for your safety, but YOU are the ONLY one keeping any copies of your data.

After you select <A>rchive you will be prompted to put your data disks in the top disk drive, and **StockBoy** will do the rest. After you are finished **StockBoy** will return you to the menu. Take out the archive disk(s) and store them in your plastic disk case. There is no limit to the maximum number of archives you can make at any one time. It is common to make an extra set at the End of the Month for permanent storage.

Be sure you have enough Formatted Disks ready to do the archives, otherwise you will have to re-boot, format some more, and start over.

NOTE - The floppy and tape archive utilities for MULTI-STORE SYSTEMS USING THE MULTIPLE INVENTORY DISPLAY option does NOT archive the footer inventory file at satellite stores. MID systems often have huge footer files; this helps reduce the number of archive diskettes and tapes that are required for daily archives. The footer file is archived at the master warehouse system. This assumes that DAILY archives are being made at the warehouse computer and that daily networking is taking place via telephone modem! In the event of a computer loss at a satellite store in a MID system, the warehouse must provide an archive of the footer file and all the files contained in a FULL MASTER DISTRIBUTION before the store's system can be restored.

SYSTEM ARCHIVE

The system archive is a special archive that really only needs to be once after any disk update. The System Archive captures all the information on the hard drive that the All Environment Archive does not ... the THEOS operating system files, **StockBoy** program files, and special utilities written for the end-user.

The System Archive is NOT as important to maintain as is a standard archive ... the operating system and **StockBoy** software can be re-installed by your **StockBoy** dealer on short notice. If your business is physically located at great distance from your dealer, maintaining a good system archive can cut down on emergency re-load time should you experience a disastrous problem with your computer (total failure, vandalism, fire, theft, etc).

The System Archive does NOT build a boot-able diskette. The THEOS operating system must be loaded onto a computer before the archive can be restored!

COPY

From time to time you will have the need to make copies of **StockBoy** Disks. (It is quicker to make copies of Master Distribution Disks instead of going through the process again for each store's copy.) This option will allow you to copy one **StockBoy** floppy disk to another floppy disk. Once you select this option you will be instructed to insert your Source (the one you want to make of copy of) disk. Be sure your Target or Destination disk is Formatted and contains no data you want to save. This process will erase anything previously on the Target disk and replace it with the data on the Source.

RESTORE

The RESTORE is the most critical activity you will do with your Archives, therefore this activity is protected to FULL ACCESS personnel only! This module will take the data on an Archive Data Disk and put that data back on the System (Hard) Disk. This will ERASE and REPLACE the data on the System Disk! It will be just like sending your system 'back in time' to when the archive was made. Before you decide to Restore data check with your Support Team to be sure you understand which data is going to be affected. When you enter this module you will encounter this warning. (Systems using a tape archive device see Tape Utilities)

RESTORE DATA FROM FLOPPY TO HARD DISK

DATA ON FLOPPY WILL OVER WRITE DATA ON HARD DISK !

Do NOT use RESTORE unless you are certain of the benefits and/or consequences !

You may Restore certain portions of your data without affecting other portions, such as Bookkeeping only, or Payroll Only.

Continue with RESTORE ? < YES > YES

StockBoy does a "Total Data Archive," that is ALL data files are archived, but you can do a "SELECTIVE RESTORE," restore only certain program's data files without affecting others. This process is like having a "Time Machine" when you Restore data files you send that program "Back in Time" to when the Archive was made. The History File and the Logon Names File cannot be restored except by your Support Team. Press < YES > to RESTORE and you will see this menu:

SELECTIVE RESTORE MENU

1. All Data (Including MSG, History, LOGON's)
 2. Inventory Control/Sales Management Only
 3. General Ledger Bookkeeping Only
 4. Payroll Only
 5. Special Data
 6. Exit Without Restore
-

When you make your selection of which data you want to Restore, **StockBoy** will step you through the process in easy to follow instructions. Place the disk you want to Restore in the top disk drive, and follow the instructions. (P.S. Take an extra Archive with a different set of disks just before you attempt a Restore, just in case.)

Selecting #5 (Special Data Restore) will ask for the file(s) to be restored. While this is a very powerful option, it should NOT be attempted without benefit of customer service and support staff!

NOTE - A Restore to a satellite system of a Multi-Store installation will also REQUIRE a FULL (not merged) Master Distribution Set of Disks to complete the Restore.

DIAGNOSTICS

The "Diags," or diagnostics, for your floppy disks are a set of utilities that are usually only run by programmers or persons familiar with the computer language. but here again **StockBoy** provides these functions WITHOUT the need or use of Programmer level knowledge. Press <D> from the screen above to access the Diagnostics Menu.

```

| FLOPPY DISK DIAGNOSTICS |
|                             |
| 1= Format                  |
| 2= Confirm Format          |
| 3= Verify Disk Readability |
| 4= Show Disk Parameters    |
| 5= Directory               |
| 6= Change Disk Label       |
| 7= Clean Floppy Drive Heads |
| 8= Verify Archive Diskettes |
| 9= Exit                    |

```

FORMAT FLOPPY DISKS

Any Floppy Disk must be FORMATTED for the System to be able to use the disk. Formatting a disk TOTALLY ERASES everything on the disk. It also checks the disk for any weak spots or bad sectors. Once a disk has been formatted it can be used over and over for quite a while. You should plan on re-formatting a disk once a month or so, just to check the disk for flaws. It would be a good idea to get New Archive disks probably once every six months or so.

Again when you Press <1> to FORMAT a disk you will be stepped through the process by Stockboy. Use the top drive, and be sure to use the disk jackets to protect the disks after formatting. After each diskette is formatted, the program will ask you whether or not you wish to format another diskette ... if you answer affirmatively you'll be routed back through the format process again, otherwise **StockBoy** will return you to the Menu when you are finished.

NOTE: If you should see a message during the formatting that says something like, "retries = 4" or "invalid media", there is a significant problem with the diskette! You might try to re-format it ... but if you get either message more than once, throw the diskette away!

CONFIRM FORMAT

This option WILL NOT affect any data on the disk. Use this option BEFORE you start to Verify Disk Readability. Or when you are not sure that a disk has been formatted, or if the quality of the format is in question, come to this option to "Check" the disk's format. If it fails the format test pressing <I> to the prompt will eventually clear the screen and you will come back to the starting screen. Leave the disk in the drive until you are back to the starting screen. This procedure will NOT format the disk automatically. You will need to go to the Format option to format the disk.

VERIFY DISK READABILITY

Often when you are receiving a disk to the system (i.e. your Master Distribution Disks) it is wise to check the disk's readability BEFORE you try to use it. This option will check a disk's readability for you. Again if you encounter a failure, leave the disk in the drive and press <I> through the Error Messages. When finished you will be returned to the starting screen. This option WILL NOT affect the data on the disk.

IMPORTANT - The Disk Verify will generate an error for each cylinder that is un-readable (if the disk was unformatted you will be in for possibly hundreds of error messages - therefore always CONFIRM FORMAT first and if the disk passes this test THEN Verify Readability).

SHOW DISK PARAMETERS

Looking at the Disk Parameters WILL NOT affect the data on the disk in any way. The Disk Parameters shows: the disk label, when it was created, the formatted capacity, Allocated bytes on the disk, and how many bytes are still available to use on the disk. You will use this option usually only when instructed to by the Support Team.

DIRECTORY

The Directory of the floppy disk shows the files on the disk, the date and time of creation, their protection status, and their file sizes. This option WILL NOT affect the data on the floppy disk. Use this option to identify disks that you are not sure of the actual contents.

CHANGE DISK LABEL

This option will allow you to change the electronic label on the disk. It WILL NOT affect the data on the disk. This is an option that is rarely needed, your Support Team will instruct you when to use this option in your circumstances.

CLEAN FLOPPY DRIVE HEADS

Your floppy drive will need to be cleaned depending upon the amount of use and the amount of lint and dust in your environment. Usually cleaning the heads (the part that actually touches the floppy disk) should be done on a monthly basis. YOU WILL NEED a Floppy Drive Head Cleaning Kit for a Double Sided Disk Drive. This kit will usually consist of a special fabric-like disk and a bottle of cleaning solvent. Most of these kits can be obtained from any computer supply store, and can be used several times. A handy way to determine when to replace the cleaning disk is to discard when the solvent bottle is empty. The cleaning kits are inexpensive, lack of proper cleaning is not!

The procedure for cleaning your disk drives is to first get your kit ready to use, but don't put the solvent on just yet. Select this option, when the screen instructs you to insert the diskette THEN put the solvent on the cleaning disk and insert it promptly into the floppy drive. Don't forget to press the <ENTER> key to start the actual cleaning. You will hear the drive doing a bunch of activity, and the screen will instruct you to press <I> several times to continue the cleaning action. Actually the drive will put the heads down on the fabric disk and move it back and forth while the disk is going around. This will "scrub" the drive heads across the cleaning medium taking off any residue buildup. When the cleaning cycle is complete you will be routed back to the original screen. Take out your cleaning material and put it away.

VERIFY ARCHIVE DISKETTES

Use This Utility!!!

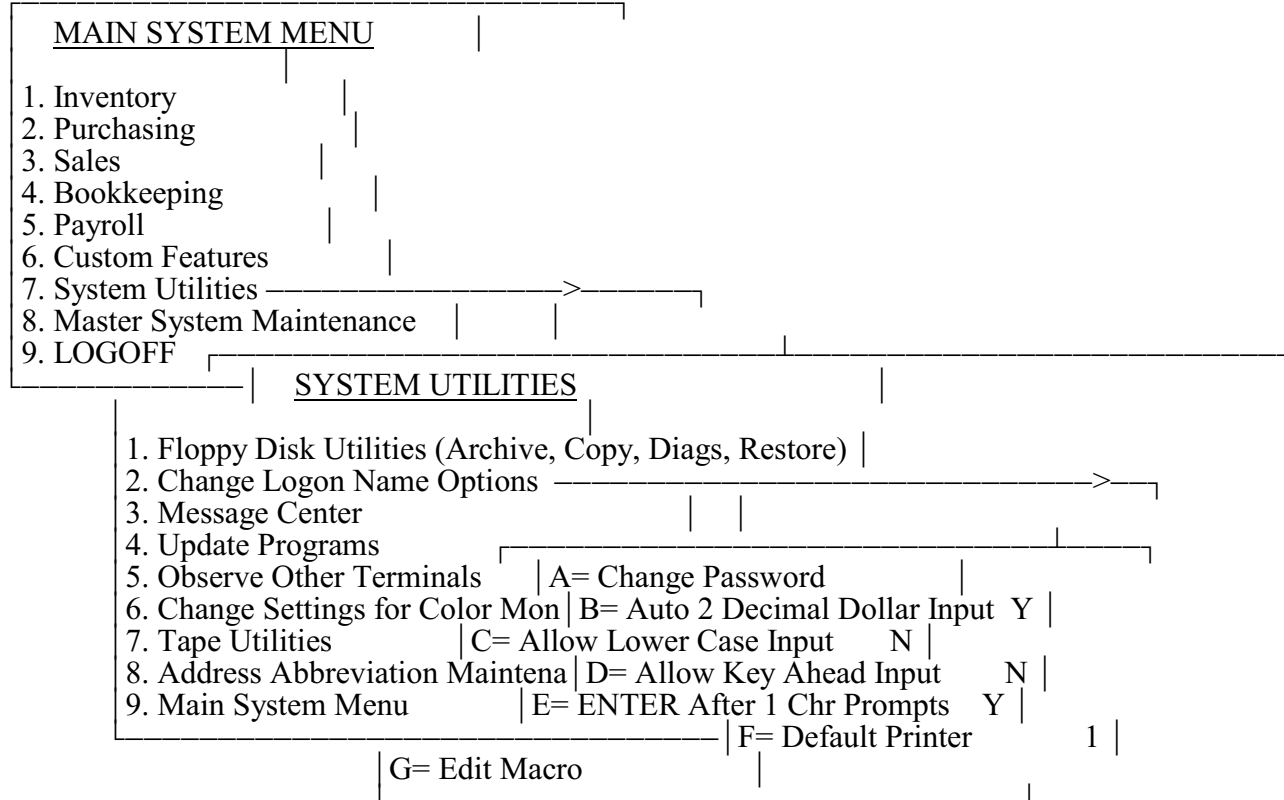
This procedure allows the operator to check the DATA INTEGRITY of an archive set of diskettes. This test is MUCH MORE RELIABLE than using a 'Verify Disk Readability' or 'Show Parameters' option (described above) for the purpose of determining whether your archive set is good.

If the Archive was interrupted, or an error message occurred during the Archive that was passed over (by pressing the <ENTER> key), the archive could appear to be valid, but may in fact be corrupted to prevent its use! Testing the diskettes using this procedure will GUARANTEE that the Archive set is fully useable.

The program will ask you to insert the archive diskettes one at a time and will generate an error message of some kind if there is a problem. If there is any problem of any kind, you MUST re-do your archive!

*NOTE: This procedure will APPEAR similar to the Restore, but it is NOT updating, erasing, or modifying any information anywhere! This is just a TEST READ only! This test may be performed at any time and with any archive set of diskettes, including Master Distributions, Downloads, Uploads, and even software Update diskettes from your **StockBoy** dealer.*

CHANGE YOUR LOGON NAME OPTIONS



CHANGE LOGON NAME OPTIONS Every LOGON NAME with at least a Limited Access privilege to the System Utilities can establish the "Personality" of his/her own Logon Name. This means he can change his OWN password and establish certain operational conditions. This process is very quick and simple. It allows your people to maintain their own security and environment. Changes made here will ONLY affect the use of the Logon Name used to get here. No changes can be made to any other Logon Name.

LOGON NAME PERSONALITIES

When you select the "Change Password" option you will see the name you are LOGGED on with then you will be asked to input your existing password. This will be displayed with asterisks just like when you LOGON. Next you will be asked to type in the NEW password, and then you are asked to repeat the New Password. If you fail to type the new password in twice exactly the old password will be kept, and no substitutions made. However, if you do correctly type in the new password twice it becomes effective as soon as you LOGON next time. So don't forget it!

This is YOUR security against someone else using your privileges to cause problems and leave you with the blame. Change your password every so often, or whenever you suspect someone else has learned your current password. Just remember what your new password is.

NOTE - If you forget your password, the System Manager in your store can look it up for you.

Another of the "Personalities" you can determine is how the system handles decimals under this Logon Name. Answer <N> to the decimal prompt to have all your dollar inputs require a decimal to be input. The system will work like a calculator, where any dollar figure typed in without a decimal is assumed to end with a decimal, or else you must type in any decimal you intend the number to have. (i.e. 25= \$25.00 and 22.5= \$22.50)

Or you can have automatic 2 decimal dollar input. This tells the system to assume that every dollar figure typed in includes two decimal places. It will then automatically put a decimal in that position UNLESS you have manually typed in a decimal already. (i.e. 100 then becomes 1.00, and 10000 becomes 100.00 automatically)

Another "Personality" you can choose is to allow lower case letters to be input, normally all letters are automatically forced to be capitals. Be aware that when you allow lower case letters you can have problems looking things back up in the system. To the computer, "Name" is NOT the same as "NAME." Consult with your Support Team to be sure you know the possible effects of allowing lower case letters ... in most cases it is recommended that all LOGON names use **UPPER CASE ONLY**.

The "Personality" of this Logon Name can also allow key ahead. Normally the system will not allow you to type in the answers of prompts before you see them on the screen, thus eliminating many mistakes in handling the system. With Key Ahead allowed you may answer several prompts in advance of seeing them on the screen ... the system saves the extra keystrokes in memory, then 'plays the keystrokes back'. This is helpful for persons experienced with operating the system, who need to access the same procedures repetitively and have memorized the keystrokes needed.

Pressing the <ESC> key ONCE will erase keyahead keystrokes. If you enter a wild series of erroneous keystrokes (or leave your notebook laying on the keyboard for 5 minutes!) this is a handy way to immediately stop the keyahead by erasing the stored up keystrokes.

Your Logon Name "Personality" normally requires you to press <ENTER> after entering data to any prompt, including single character ("Correct <Y> or <N> __") prompts. You can select automatic <ENTER> key after 1 character prompts, the system will then automatically add an <ENTER> to any character you type in to a ONE CHARACTER PROMPT. This means that when you see a prompt like "<Y> or <N> __" you would only type <Y>, instead of <Y> AND <ENTER>.

IMPORTANT! These features affect LOGON TILL Names as well as standard names. It is strongly recommended that 'Keyahead' be selected ON and 'Enter After One Character Prompts' be set to NO for all Tills ... keyahead will significantly improve a good cashier's speed. There are hundreds of examples of a well-versed cashier being able to key in several lines of SKU's on a ticket BEFORE the previous ticket has completed its update and/or printout!

Finally your Logon Name Personality includes it's Default Printer. This allows you to select the printer that will appear as your default printer number no matter which terminal you log onto with this name. You can override the default printer to use any "Common Printer." To set your default printer just enter the number of the common printer that you usually use.

Edit Macro. A Macro is a recording of a series of pre-defined keystrokes that can be saved to disk and later used to perform almost any function in the **StockBoy** system while the computer is un-attended. You could, for example, record a macro that executes the keystrokes 12<ENTER><ENTER>WH<ENTER>A1<F8>. When the macro is executed it would step through the StockBoy menus (starting from the Main System Menu) using the keystrokes as responses to the prompts on the screen in the pre-defined order. The example would execute an Inventory Report Generator printout for the entire inventory for store 'WH' using format "A" and printer #1, then would LOGOFF.

Macros always assume starting from the Main System Menu and should always end in a LOGOFF situation. Macros are created by LOGON Name. Each LOGON can have ONLY ONE macro assigned to it and the LOGON name MUST have keyahead set to ON. When a LOGON name (with a macro assigned to it) logs on, the macro takes over and 'plays back' the recorded keystrokes automatically. The macro's list of recorded keystrokes is used to answer any prompts the software encounters. The macro CANNOT perform a LOGON (that has to be done manually). If the macro terminates at a point in the software OTHER than PLEASE LOGON, the screen will remain at that location (possibly dangerous for security reasons).

Under normal operation, a screen "BEEP" will terminate key-ahead, but this is NOT the case with Macros. It is therefore vital that the macro be recorded correctly so that an improper menu path or option is not taken.

To record a macro for a given LOGON name, you must LOG ON with that name and access option "G" on the CHANGE LOGON NAME OPTIONS screen.

Macro Recording System.

Input all keystrokes exactly as you would starting from the Main System Menu.

Press <TAB> to save the new macro recording.

Press <ESC> to cancel and leave the old macro in place.

Macros must be re-typed, they cannot be edited.

12<ENTER><ENTER>WH<ENTER>A1<F8>

Replacement Macro:

■

The cursor is positioned below the words, "Replacement Macro", to indicate where your new macro will be displayed. The existing macro is shown above in reverse video on the screen. When you type, the characters you enter are shown on the screen. If you use function keys or special keys they will appear with brackets around them, like the <ENTER> and <F8> above. The <TAB> key tells the system to stop recording keystrokes and save the macro. You cannot use the <TAB> or <ESC><ESC> in a macro. If you make a mistake you will have to save the macro, come back to the software, and re-enter the correct keystrokes. Although if you are keying in data to a text input field, the backspace key can be used to make a typing correction exactly as you would doing it 'live.' To make certain that you are inputting a correct series of keystrokes, it is highly recommended that you step through the desired function manually and write down the keystrokes on a piece of paper.

To eliminate a macro, all you do is press <TAB> prior to entering any keystrokes ... this saves a 'blank' macro, in effect. Anytime you input the <F8> key in a macro, it will terminate the macro and save it ... the macro cannot continue past PLEASE LOGON.

Macros can be stopped by pressing <ESC> once immediately after LOGGING ON (prior to seeing the Main System Menu, but after the Password prompt). If you press <ESC>, the macro is stopped just as one <ESC> will stop any keyahead activity.

An important use of macros is explained in the section regarding Auto Boot-up procedures, found in the Master System Maintenance Reference Manual.

MESSAGE CENTER

<u>MAIN SYSTEM MENU</u>	
1. Inventory	
2. Purchasing	
3. Sales	
4. Bookkeeping	
5. Payroll	
6. Custom Features	
7. System Utilities	>
8. Master System Maintenance	
9. LOGOFF	

<u>SYSTEM UTILITIES</u>	
1. Floppy Disk Utilities (Archive, Copy, Diags, Restore)	
2. Change Logon Name Options	
3. Message Center	>
4. Update Programs	
5. Observe Other Terminals	
6. Change Settings for Color Monitor	
7. Tape Utilities	
8. Address Abbreviation Maintenance	
9. Main System Menu	

A dd New Message	E dit/View Existing	P rintout Message
<ENTER> = Quit		

The MESSAGE CENTER is a device for sending and receiving messages to and from users in the system. When you LOGON and come up to MAIN SYSTEM MENU you may see "MSG" flashing up in the left corner. This will mean that you have a message waiting for you in the Message Center. This "MSG" will be seen on the Main System Menu every time you are there until you look at the message(s) in the Message Center. You can leave messages for yourself or others, and you can Date the message for some point in the future date to act like a "Tickler File."

Press <A> to create or ADD a new message. You will be stepped through a series of prompts regarding the nature of the message you wish to send.

Enter Recipient's LOGON Name <*> = Send to All LOGON Names
Enter Trigger Date for Message 11/15/93
Enter Time for Message 15:49
Enter Message Topic GENERAL
Private Message ? <Y> <N> or = Bulletin [N]
Delete Edit or <ENTER> = Quit []

You can send the message to everybody (including TILLs) by pressing "*". The trigger date tells the computer on which day to start sending the 'MSG' waiting note in the upper left hand corner of the screen. The time is NOT material for when the MSG starts blinking ... it is only for appointment-type referencing. The message topic is not evaluated by the computer so you may input anything you like; remember that the topic will appear on the recipient's screen to help him identify the message.

A message may be private, non-private or a bulletin. A private message may only be viewed by the sender or the recipient. A non-private message may be viewed by anyone who inputs the recipient's name in the message center and asks to see the messages. (see 'Edit/View Existing' below).

A bulletin forces the recipient to view the message at his next LOGON on or after the trigger date. The bulletin will appear PRIOR to the Main System Menu and is very hard to ignore! If the Bulletin is triggered for Monday and the recipient doesn't log on until Tuesday, the bulletin will still pop up.

The final question requires you to input "E" for edit to begin typing the actual message as shown below.

Date / Time 08/01/93 15:00:00 Topic GENERAL Recipient's Name MANAGER | |
Created By: JOHN At 09:32 on 07/31/93 Private YES | |

Attention all LOGON Nams:

As of 2/3/90, StockBoy version 7.1 will generate a six amp electrical current
of 220 volts across the computer's re-set button. This will tend to
discourage over anxious customers from pressing the button in the middle of
sensitive data operations. Please advise your insurance carrier. Thanx.

<ESC> to SAVE Message

F1 BOL F2 EOL F3 INS F4 DEL F5 ERASE F7 UP F8 DWN F9 LEFT F10 RIGHT |

Shifted F1 = TOP F2 = END F9 = WRD LEFT F10 = WRD RIGHT |

As you type in your message, remember that whole words will wrap-around the right margin so you do NOT have to press <ENTER> at the end of each line. You have six lines of 80 characters each to compose your message, and you may use the editing keys described below as well as the arrow keys to move the cursor.

The <F1> = move cursor to the (BOL) Beginning of the Line. <F2> = move cursor to the (EOL) End of Line. <F3>= (INS) INSERT characters. <F4>= (DEL) DELETE characters. <F5>= ERASE from cursor to the end of the line. <F7>= UP Arrow <F8>= DOWN Arrow <F9>= LEFT Arrow <F10>= RIGHT Arrow <ESC>= Save message and quit.

Holding the <SHIFT> key down while you press a Function Key will give these other functions. <SHIFT><F1>= (TOP) move cursor to top of message. <SHIFT><F2>= (END) moves cursor to end of message. <SHIFT><F9>= (WRD LEFT) moves cursor 1 full word left. <SHIFT><F10>= (WRD RIGHT) moves cursor 1 full word to the right. <ESC> will save the message and return you to the Message Center menu shown below.

| A dd New Message E dit Existing P rintout Message |
| <ENTER> = Quit |

Select <E> to Edit (or View) Existing messages. From this option you can call up your messages for viewing, editing, or deletion.

| Enter Recipient's Name MANAGER |

You can input anyone's LOGON name here if your intent is to view someone else's messages (or if you regularly use more than one LOGON name). To prevent someone else from viewing your messages that you send, be sure to mark them private!

```
| Enter Date to begin Search <*> = Search for All Dates 11/15/93 |
```

The system will look for messages to display beginning with a date you input here. If you choose "*" every message will be available for the search, otherwise the system will restrict its search to those messages with a Trigger Date equal to or later than your input here.

The screen will then display the next nine message headings as indicated below.

```
|
| Searching for MANAGER's messages from *
|
| 1 WELCOME 02/04/93 12:08 from DEMO Private: BLT
| 2 GENERAL 03/01/93 15:10 from RALPH Private: YES
| 3 HITHERE 07/23/93 06:00 from SUSIEQ Private: YES NOT VIEWED
| 4 ALERT 11/22/93 18:14 from BOSS Private: BLT NOT VIEWED
|
| Select < 1 - 4 > or < N > = Next Nine or < ENTER > = Quit [ ]
|
```

To select a particular message to view, simply key in the correct line number, otherwise <ENTER> exits or "N" displays the next nine message headings if available.

If you have NEVER examined a message, the words, "NOT VIEWED" will be blinking at the right hand side of the screen. This is a handy device for determining which messages you have read and which ones you haven't. The "BLT" stands for bulletin.

When you select a message, you will have the option to Delete it or Edit it. If you edit the message it will show back on the heading screen as NOT VIEWED. If you simply press <ENTER> (rather than editing or deleting) the NOT VIEWED mark will go away. Obviously, a deleted message will not appear anywhere.

A bulletin sent to a TILL LOGON name will work the same as one to a standard name, the person logging on to the till will see the bulletin PRIOR to the sales screen. A message sent to a TILL will cause the MESSAGE CENTER line on the special services menu to blink. The till operator MUST access the special services menu to see the message-waiting signal.

Messages may be printed out by a range of dates by selecting "P" for Printout Messages.

UPDATE PROGRAMS

MAIN SYSTEM MENU	
1. Inventory	
2. Purchasing	
3. Sales	
4. Bookkeeping	
5. Payroll	
6. Custom Features	
7. System Utilities	>
8. Master System Maintenance	
9. LOGOFF	

SYSTEM UTILITIES	
1. Floppy Disk Utilities (Archive, Copy, Diags, Restore)	
2. Change Logon Name Options	
3. Message Center	
4. Update Programs	>
5. Observe Other Terminals	
6. Change Settings for Color Monitor	
7. Tape Utilities	
8. Address Abbreviation Maintenance	
9. Main System Menu	

Update Programs via Diskette	Modem	Print Update Sheets	or	Quit
------------------------------	-------	---------------------	----	------

This utility is used only when receiving program updates or enhancements from your Support Team or the programming staff at **StockBoy**. Whenever just a few programs are needed in hurry, the Modem update is used to transfer data from the Support computer. The Diskette Update is used to receive the latest versions of the **StockBoy** product. Print Update Sheets allows you to printout the features and detail on new functions that have been added to the system since your last update. Update sheets can be printed starting from a specified date, so that each time you receive an update you may only need to print just those paragraphs that involve new features.

Before proceeding with a Modem Update you must first know to which 'port' your modem is connected (usually SIO2 or SIO3 ... which stands for serial in/out #2, and #3, which correspond to DOS's COM1 and COM2 respectively). You will need to know the BAUD rate (speed) of your modem, usually 2400 or possibly 1200 or 9600.

Most program updates will arrive on a series of four or five floppy diskettes, so the "Disk Update" will be the usual technique you will use. The procedure is simple ... just follow the screen instructions. You'll note that the system will NOT let you do a disk update until all other terminals are at PLEASE LOGON ... it's not a good idea to change a program by diskette when a terminal is using that program!

Print Update Sheets - Very Important!

The update sheets briefly explain all significant programming changes, enhancements, and bug fixes. By printing and reading the update sheets, you can easily determine what new things have been added to your StockBoy system since the last disk update! The file "UPDATE.SHEETS" is included on every program update diskette set so that the latest documentation is automatically available.

The update sheets are categorized by main menu topic, Sales Screen, Inventory, Purchasing, Sales, Bookkeeping, Payroll, System Utilities, and Master System Maintenance. Within each category, the various paragraphs are placed in chronological order with a corresponding date. The paragraphs are NOT tutorial manuals, they are brief explanations. Experienced users should have no trouble in understanding the information ... if a particular section reads "greek" to you, contact Customer Support ... odds are you haven't been using the features being discussed or they are not appropriate for your installation.

The program will ask you for the date you wish to begin printing FROM. The default is the date of your last update ... using this will print out just those items that have been added since your last diskette upgrade. Entering a date of '01/01/01' will print out the entire update file. (could be more than 100 pages).

OBSERVE OTHER TERMINALS

MAIN SYSTEM MENU			
1. Inventory			
2. Purchasing			
3. Sales			
4. Bookkeeping			
5. Payroll			
6. Custom Features			
7. System Utilities			>
8. Master System Maintenance			
9. LOGOFF			

SYSTEM UTILITIES			
1. Floppy Disk Utilities (Archive, Copy, Diags, Restore)			
2. Change Logon Name Options			
3. Message Center			
4. Update Programs			
5. Observe Other Terminals			>
6. Change Settings for Color Monitor			
7. Tape Utilities			
8. Address Abbreviation Maintenance			
9. Main System Menu			

Terminal	LOGON	Env #	Program/Routine	Time
01*	MANAGER	00	DISPLAY TERMINALS	10:52
02	TILL1	00	AAA - 04/05/93 0000551	10:48
03	RICHARD	00	PURCHASING SYSTEM	10:30

Enter Terminal # to Observe <ENTER> = Quit

The Observe Other Terminals utility is used to remotely "Watch" another screen while it is being operated. This can be used as a training device or as a manager's monitoring tool. The terminal being "watched" will only notice a very slight slow-down during operation. This function should be reserved for LOGON Names with FULL ACCESS to the System Utilities.

VIEW STATUS OF ALL TERMINALS

After you select this option from the menu you will see the screen above displayed. From this point you get an 'over-all' look at what modules everyone is using and how long they have been there. This screen will display the terminal number being used, the Logon Name using it, which environment it is operating in, the routine name being used (as identified by the reverse video heading at the top center of the screen), and when the program was first accessed.

In the example above you could see that Logon Name "Richard" is using terminal 3, in environment 00, to do something in the purchasing system, and he has been in that program module since 10:30. You can also see that TILL1 is operating on terminal #2. Salesman "AAA" was the last person to start a sales ticket. The last ticket was started at 10:48 and was invoice number 0000551.

| Continuous Update Mode - May Slow Down System - Hold Down Any Key to Exit |

You can shift the Terminal Status screen into continuous update mode by entering an asterisk <*> instead of a terminal number to observe. Normally the status screen just shows the status of the terminals at the time you first entered the screen. In continuous update mode each entry will change as the users move to other programs. This is useful for monitoring general activity of your operators. As the screen will prompt, press any key to exit this mode.

VIEWING OTHER TERMINALS

You will select, from the active terminals displayed, the one you want to observe. The only items you will be concerned with are the Terminal Numbers, in the left-hand column. You can watch any terminal in operation - EXCEPT yourself. Your terminal is identified as the line that blinks on the screen (displayed here with an asterisk because it is so difficult to 'blink' on paper).

When you select a Terminal # to watch you will be reminded that you must press <ESC> <Q> to quit. Your screen must wait for something to change on the terminal's screen you are watching before it will start to ECHO the video to your screen.

NOTE - When observing another terminal, your screen will look exactly like the one you are observing. It is very easy to think that what you are seeing is your own screen activity. Your keyboard will ONLY respond to the <ESC> <Q>, so your terminal may "appear" to be 'hung-up' when it is actually observing the other terminal.

It is possible that the observed terminal may notice a slight decrease in display speed.

CHANGE SETTINGS FOR COLOR MONITORS

<u>MAIN SYSTEM MENU</u>			
1. Inventory			
2. Purchasing			
3. Sales			
4. Bookkeeping			
5. Payroll			
6. Custom Features			
7. System Utilities		>	
8. Master System Maintenance			
9. LOGOFF			

<u>SYSTEM UTILITIES</u>			
1. Floppy Disk Utilities (Archive, Copy, Diags, Restore)			
2. Change Logon Name Options			
3. Message Center			
4. Update Programs			
5. Observe Other Terminals			
6. Change Settings for Color Monitor			
7. Tape Utilities			
8. Address Abbreviation Maintenance			
9. Main System Menu			

0= Black			
1= Dark Blue	Select Regular Text	7	
2= Green			
3= Light Blue	Select Background	0	
4= Red			
5= Purple	Select Reverse Text	0	
6= Brown			
7= White	Select Reverse Background	7	
Save this Color Scheme to Disk? <Y> or <N>			

Systems equipped with a color monitor on the Main Computer (C.P.U.) can change the colors represented on the color screen. From this utility you can set the color for each of the categories above to any of the colors listed. When finished you will be asked if you wish to SAVE the changes. If you DO NOT save these changes they will disappear with your next LOGON. The changes will only be temporary. If saved they will become your new permanent color status.

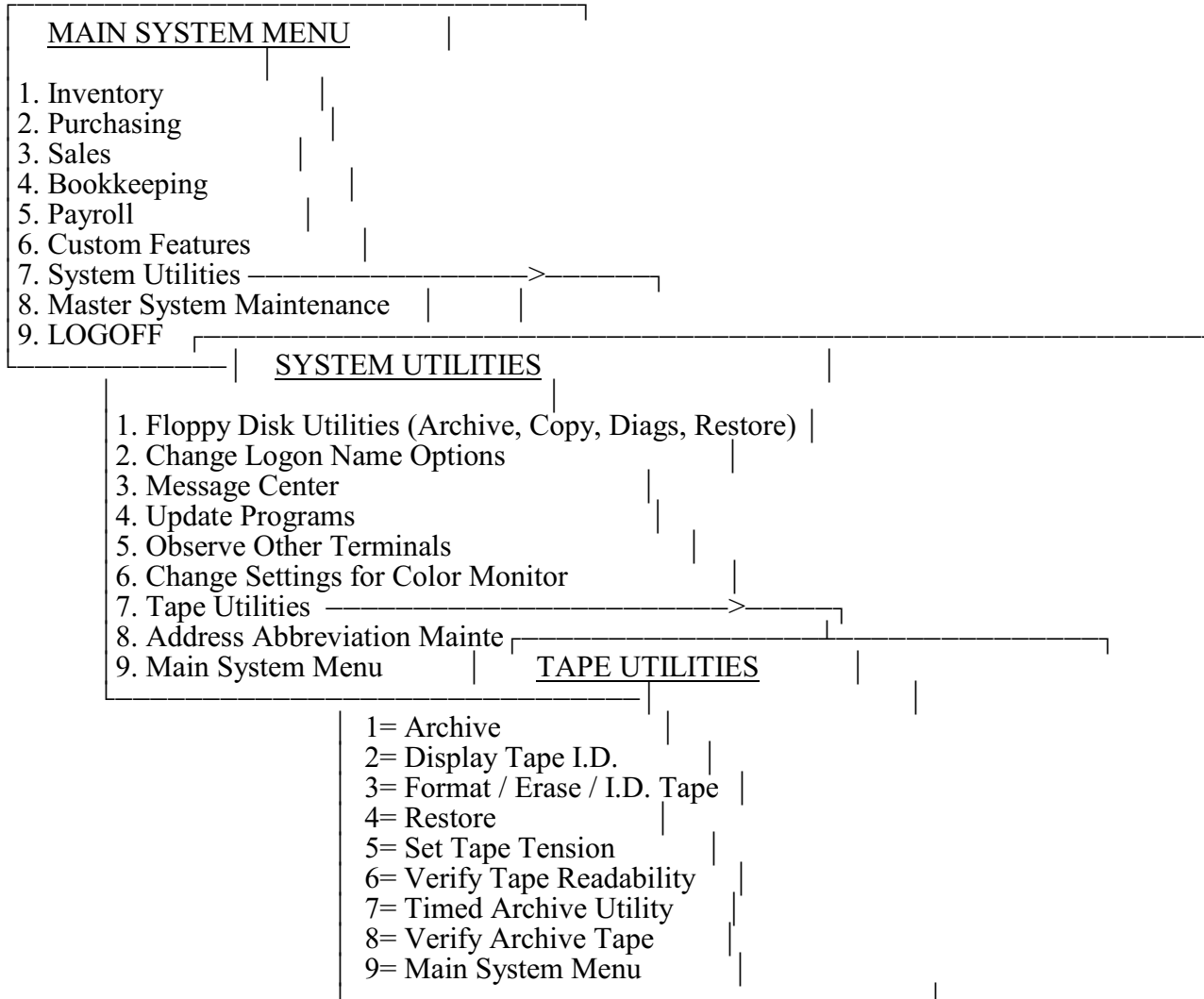
The settings shown above are the normal conventions the system will arrive with.

CAUTION: Systems equipped with a COLOR MONITOR ADAPTER CARD and a MONOCHROME MONITOR will still be affected with these settings.

THEOS 3.1 users (on high speed 386 machines) will have a significantly different screen for changing monitor colors. Since this procedure is written by THEOS Software Corporation, it is not documented here, but suffice to note that it is very self-explanatory.

NOTE: Users that have a single color monitor (monochrome - usually yellow or green) can answer these questions with any response and it will NOT affect the screen display. If you inadvertently access this option, and you do NOT have a color monitor, go ahead and input 7,0,0,7 ... nothing will change and nothing can go wrong ... go wrong ... go wrong ...

TAPE UTILITIES



CAUTION - Accessing this Menu Option in systems that do not have tape drive devices attached, will 'hang-up' your screen until it is "FORCED OFF" (See Master System Maintenance), or the system is re-booted.

Tape Utilities is applicable ONLY to systems equipped with a tape archive system. All other systems will use the disk archive method described in section 1 (Floppy Disk Utilities) of this manual. Many of the features included in the Tape Utilities Section are identical to those found in the Floppy Disk Utilities of this manual, except they are performed on a "Tape Drive Device" instead of a Floppy Disk Drive.

The advantage of Tape Drive over a Disk Drive is only that of speed and capacity. Since tapes can be purchased with larger storage than floppy disks, Archives can be made without an operator in attendance to insert new diskettes. This unattended time is much more convenient than having someone feed 15 or more disks. It also means that Archives will be more consistently done, and not "put off 'til another time."

TAPE ARCHIVE

TAPE ARCHIVE

This procedure will ERASE the contents of any previous archives on the TAPE! |

NO DATA ON THE HARD DISK WILL BE AFFECTED. |

Your Tape MUST be Formatted prior to beginning this Archive!! |

Have all users exit programs that might change data while you are Archiving. |

Begin Archive? <Y> |

<*> = Special All-Environment Archive |

This procedure functions exactly like doing an Archive on Floppy Disks, except you are using a Tape Drive. You will make an ARCHIVE when you make a copy of your DATA onto a tape storage and safety purposes. These Archives should be made on a daily basis with at least two sets of tapes rotating on an alternate days. Use the "EVEN" set on even numbered dates and the "ODD" set accordingly. And the following day use the "EVEN" set again.

It is best to make your archives when the other terminals are not logged onto the system, but this is not required. If you archive while others are changing the data, you will not have a 'clean cutoff' point if you should ever have to use the archive to start over. All of the data would be preserved in the archive up to the very split second that the archive was taken for that particular piece of data ... but you couldn't really be sure whether, for example, a particular bookkeeping entry was recorded unless you take the time to look at the archived data and compare it to that days' manual work records.

A good time to archive is when you first start the machine up or when you are about to shut it down for the day. (see Timed Archive, below) The Archive copy of your data is your "Safety Net." (Murphy's Law works overtime on systems that don't have any recent Archives!) Your Support Team maintains a safety copy of your programs, but YOU are the ONLY one keeping any copies of your data.

BE SURE TO MAKE YOUR ARCHIVES DAILY!!!

You will be prompted to put your data tape in the tape drive, and **StockBoy** will do the rest. After you are finished **StockBoy** will return you to the menu. Take out the archive tape and store it in its case. There is no limit to the maximum number of archives you can make at any one session. You can (and many do) even make an extra set at the End of the Month for permanent storage if you want.

Be sure your Tape is "Formatted" and ready to do the archives, otherwise you will have to stop, format one, and start over.

The Special All Environment Archive is accessed by pressing "***". This archive procedure will take a picture of the data from all environments and put them on one tape. It also captures all of the cross-reference files that are normally left out of the archive process.

IMPORTANT! It is highly recommended that you use the All-Environment archive with your tape drive! The only reason NOT to use it is that it might require more than one tape.

DISPLAY TAPE I.D.

```
| ** NOTE INFORMATION ** |
|                             |
| Tape may removed - Press <ENTER> to continue |
|                             |
```

The Display Tape I.D. section is provided for you to identify individual tapes. Each tape is identified by the system with the date, time, and data archived as it is used. This module will read the I.D. data and display it on the screen for you. Press <ENTER>, after removing the tape from the tape drive, to exit.

FORMAT / ERASE / I.D. TAPE

```
|                               |
|   FORMAT & ERASE TAPE       |
|                               |
| Formatting will completely ERASE the tape and prepare it for use. |
| Tapes that have NEVER been used, must be formatted.               |
| Formatting will check for possible tape media errors.             |
|                               |
| Insert Tape to be formatted - Press <ENTER>                        |
|                               |
```

The Format Tape option is provided so you can prepare new tapes for use in your tape drive and so you can check the quality status of old tapes. EVERY tape that you want to use must be formatted before it is operational. Formatting does not need to be done every time you do an archive, the system will use the same format marks that were on the disk before.

Formatting a tape will also check the media for any flaws that may have developed during normal operation and use. Since making an archive involves mechanical contact between the tape drive and the tape itself, we can expect the tape to experience "wear" after a period of use. You should plan on re-formatting your tapes on a regular basis.

TAPE RESTORE

```
|
|
|   RESTORE DATA FROM TAPE TO HARD DISK   |
|
| DATA ON TAPE WILL OVER WRITE DATA ON HARD DISK ! |
|
| Do NOT use RESTORE unless you are certain of benefits and/or consequences! |
|
| You may Restore certain portions of your data without affecting |
| other portions, such as Bookkeeping only, or Payroll Only.      |
|
| Continue with RESTORE? < YES > NO |
|
|
```

StockBoy does a "Total Archive," that is ALL data files are copied, but you can do a "SELECTIVE RESTORE," restore only certain program's data files without affecting others. This process is like having a "Time Machine"

when you Restore data files you send that program "Back in Time" to when the Archive was made. The History File and the Logon Names File cannot be restored except by your Support Team.

Type < YES > to continue the RESTORE and you will see this menu:

RESTORE DATA FROM TAPE TO HARD DISK	
1. All Data (Including MSG, History, LOGON's)	
2. Inventory Control/Sales Management Only	
3. General Ledger Bookkeeping Only	
4. Payroll Only	
5. Special Data	
6. Exit Without Restore	

When you make your selection of which data you want to Restore, **StockBoy** will step you through the process in easy to follow instructions. Place the disk you want to Restore in the top disk drive, and follow the instructions. (P.S. Take an extra Archive with a different set of disks just before you attempt a Restore, just in case.)

Selecting #5 (Special Data Restore) will ask for the file(s) to be restored. This controls which of the Custom Features Data is restored and can be obtained from your Support Team. This will vary from installation to installation.

SET TAPE TENSION

** Tape is now Tensioned Properly **	
Tape may be removed - press <ENTER> key to continue	

This facility is used by your tape device to adjust the tension being used on the tape in the drive. When you select this option everything will function automatically and after a few seconds of 'clicking and whirring' from the tape drive you will see the message displayed above. You will probably not want to take the tape out until you have completed the task you started out to do. Consult your tape drive manual, to know when the Tension Adjustment is needed.

VERIFY TAPE READABILITY

After you've made an archive, how do you know if the data is readable? The Verify Tape Readability option will give you the answer. Anytime that you want to check the readability of a tape in question, put the tape in the drive and select this option. The system will check the physical integrity of the tape, one data block at a time. It will take a few minutes as the system reads the format of the tape from beginning to end.

NOTE: Verifying readability only proves that the physical TAPE is good and that the TAPE format is good. To verify the validity of an archive tape, see option #8, 'Verify Archive Tapes.'

TIMED ARCHIVE UTILITY

```
| Set Time for Next Archive to Begin <SPACE> = None 04:00 |
| (Use MILITARY Time !) |
```

The Timed Archive Utility allows you to set up a specific hour/minute that the system will begin making the archive. If you are in the habit of leaving your system on overnight (or to be shut off with a grounded clock timer control), then this utility will come in very handy.

Simply key in the desired archive time and leave the screen where it is. The system will 'wake up' and perform the archive un-attended. In addition to the archive, this utility will perform several BYREC functions on selected files to help improve system performance (only on 2.2 and 3.1 versions of THEOS).

TIMED ARCHIVE UTILITY

Tape Archive Set for: 04:00
Computer System Time: 17:52

<ENTER> = CANCEL archive - Response may take up to 30 seconds.

This operation will tie up a screen until the archive is completed. The system checks this screen every 30 seconds, that is why it will take up to 30 seconds before an <ENTER> key will be noticed to cancel the timed archive procedure. After the archive is successfully completed this screen will return to PLEASE LOGON. If there were any problems that prevented completion they will be displayed on the screen instead.

VERIFY ARCHIVE TAPES

This procedure allows the operator to check the DATA INTEGRITY of an archive set of tapes. This test is MUCH MORE RELIABLE than using a 'Verify Tape Readability' option (described above) for the purpose of determining whether your archive set is good.

If the Archive was interrupted, or an error message occurred during the Archive that was passed over (by pressing the <ENTER> key), the archive could appear to be valid, but may in fact be corrupted to prevent its use! Testing the tapes using this procedure will **GUARANTEE** that the Archive set is fully useable.

The program will ask you to insert the archive tapes one at a time and will generate an error message of some kind if there is a problem. If there is any problem of any kind, you **MUST** re-do your archive!

NOTE: This procedure will APPEAR similar to the Restore, but it is NOT updating, erasing, or modifying any information anywhere! This is just a TEST READ only! This test may be performed at any time and with any archive set of tapes and is HIGHLY RECOMMENDED!!!!!!.

ADDRESS ABBREVIATION MAINTENANCE

<u>MAIN SYSTEM MENU</u>	
1. Inventory	
2. Purchasing	
3. Sales	
4. Bookkeeping	
5. Payroll	
6. Custom Features	
7. System Utilities	>
8. Master System Maintenance	
9. LOGOFF	

<u>SYSTEM UTILITIES</u>	
1. Floppy Disk Utilities (Archive, Copy, Diags, Restore)	
2. Change Logon Name Options	
3. Message Center	
4. Update Programs	
5. Observe Other Terminals	
6. Change Settings for Color Monitor	
7. Tape Utilities	
8. Address Abbreviation Maintenance	>
9. Main System Menu	

Enter Abbreviation Code <ENTER> = Exit
<*> = Master List

The Address Abbreviation Maintenance section is the location that you will establish and edit the address abbreviations that can be used on any address line throughout the system. Whenever you use these codes simply type these two letters on a blank address line and press <ENTER>, the system will look up it's text string and display it on that line. This will save keyboard time while entering new names and addresses. It can also be used at the Sales Register with customer names and addresses.

Just enter the two letter code you wish to edit and it will be brought to the screen so you can press <ENTER> to leave it as is, or type in new data. If the two letter code does not exit you will be asked if you want to create a new abbreviation. If you want to review all the abbreviations currently in your list press <*> to display the master list.

<u>ADDRESS ABBREVIATION MAINTENANCE</u>	
LA	LOS ANGELES, CA 94022
SF	SAN FRANCISCO, CA 94188
DR	DENVER, CO 80201
CH	CHICAGO, IL 60652
DC	WASHINGTON, D.C. 20066
NY	NEW YORK, NY 10199

The address abbreviations are useable on the last two address/city-state-zip lines of the Accounts Receivable, Accounts Payable, Tax Exempt, Payroll, and Preferred Customer databases.

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